

Section 4.2 – Libraries

APPENDIX 3

POLICY 4.2.1 - LIBRARY SERVICES**OBJECTIVE**

To clarify the role, responsibilities and services of the City's public library system.

STATEMENT**1 Membership**

In accordance with the Library Board of Western Australia Act 1951 - Library Board (Registered Public Libraries) Regulations 1985 the Library Service and Information Service shall be a free public library service, regardless of residential address and no charges shall be made for such a service other than levied through the municipal rate. Temporary membership deposits, fines for overdue loans and recoup charges for lost or damaged stock are not classified as charges for service.

Any person is entitled to enrol for membership of the Library Service upon showing satisfactory proof of identity and current address. Young adults must also provide the name and address of a contact person.

Children (those under 18 years of age) must have the membership form countersigned by a parent or guardian. The place of residence shall be taken as the address where the child normally resides.

Any person not able to provide satisfactory proof of identity and residence (e.g. new or temporary residence or visiting family or friends) will be permitted to enrol on payment of a refundable deposit to be determined as part of Council's annual fees and charges. The deposit is refundable upon return of all library materials and surrender of the membership card, or when the member has established permanent residency.

Organisations are not eligible for membership. Responsibility for materials borrowed must be undertaken by an individual and not an organisation staff position.

On satisfactory completion of the conditions required for membership, one (1) automated system library membership card shall be issued to the applicant together with advice regarding the rules of operation, including borrowing limits, financial liability for overdue, lost or damaged items and stock request provisions, which are determined by:

- the Library Board of Western Australia Act 1951;
- Library Board (Registered Public Libraries) Regulations 1985; or
- the Manager Library services in consultation with the Director, Community Development.

Section 4.2 – Libraries

2 Opening Hours

The libraries will be open to the public with hours determined by Council except in the case of emergency where closure will be authorised by the Chief Executive Officer.

3 Children's Library Service

The Library Service is available to all children residing or attending institutions within the City of Joondalup. Age shall not be a restriction provided parents are willing to take full responsibility if damage to library books and materials occurs.

Children will not be restricted to use of junior resources but may use adult resources. The Librarian may assist in their choice of reading material but shall not have the responsibility for implementing the standards devised by the parent for the control of the reading habits of the child.

The Librarians shall establish close co-operation between themselves and the schools in the area, encouraging school visits and supplementing school library resources in the provision of information.

Special programmes, activities and events will promote the enjoyment of reading and encourage children to make full use of library resources.

4 Stock Selection

(a) Strategy

The Library Service's stock selection strategy shall aim to:

- (i) provide information on any subject which may be of value to the public in the format most appropriate to customer needs
- (ii) encourage life-long learning
- (iii) present, as far as possible, all points of view equally, on any subject, and remain neutral in matters of controversy
- (iv) develop an holistic system-wide collection to ensure the widest range of materials is available locally
- (v) conform to Federal and State censorship decisions
- (vi) not be influenced by individuals, community groups or organisations making representation for particular materials to be withdrawn from view or loan. Persons making such representations shall be directed to the State Censorship Office of WA for determination.

Section 4.2 – Libraries

(b) Council owned stock

Council owned stock is not provided on inter-library loan to other local government authorities except at the discretion of the Chief Executive Officer.

Donations of books and other materials from individuals and organisations are added to stock at the discretion of the Chief Executive Officer, subject to normal stock selection criteria. Such items shall not necessarily remain the property of the Library Service but may be disposed of at a Council booksale or if inappropriate, through other means determined by the Chief Executive Officer. The authority to fix prices to materials for sale is delegated to the CEO.

(c) Historical Collection

The Library and Information Service will collect, organise and permanently preserve material that reflects the history and development of the Region. This material will include local government documents, written material (either published or unpublished), photographs, maps, videotapes, oral-history tapes and records on microfilm, microfiche and CD-ROM.

The collection will be appropriately housed at the central library to ensure preservation and to provide maximum security at all times. Items in this collection are for reference within the library and are not available for loan.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Manager Library Services who will retain any books, documents or other data which is considered to be of historical value.

(d) Reference & Textbooks

Branch library collections provide a local, up-to-date ready reference service. The Central library is responsible for developing a regional reference collection with the Alexander Library addressing reference services at the state level.

Acquisition and provision of textbooks and other resources directly connected with formal education are considered the responsibility of educational institutions.

Section 4.2 – Libraries

(e) Special Needs

Stock selection strategies will maintain an optimum balance between special needs resources and resources which meet the needs of the general community.

The Community Language Resource Collection of library materials in Languages Other Than English (LOTE) will be provided through LISWA in response to local demands.

5 Cultural Activities

The library buildings may be used for cultural activities at the discretion of the Manager Library Services, provided that such activities do not interfere with the library service.

Community Activity Rooms, although primarily for library use, shall be available for hire to groups within the community, provided that the use is compatible with the library.

Use of community activity rooms shall be at the discretion of the Branch Librarian.

6 Standards of Behaviour

While utilising the Library Service, all users must respect the rights of other users. Parents may not leave children under the age of 11 unattended in the Library without the prior approval of the Librarian on duty. The Manager Library Services is responsible for establishing appropriate behavioural guidelines.

7 Notice Boards, Fliers & Petitions

Community notice boards located within libraries shall be available for use by individuals or groups in the libraries, provided that all material shall be approved by the Manager Library Services before being displayed. Notices advertising for private or personal monetary gain shall not be displayed

Petitions shall not be displayed or circulated in the libraries.

The distribution of political and religious material not being the normal stock of library, shall not be displayed or circulated in the libraries.

8 Community Information Service

The central library shall maintain Council's on-line Community Information Service, and endeavour to provide appropriate information of community based groups and organisations which relate to the City.

Council endorses the Australian Library and Information Association 'Statement on Freedom to Read' which is attached in Appendix 1.

Section 4.2 – Libraries

9 Sponsorship

Library stationery, library holiday reading and special programmes for children may be commercially sponsored where the Manager Library Services considers appropriate.

Previous Policy No:	H6-01 to 32 ; L1 to L7
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Library Board of Western Australia Act 1951 Delegated Authority Manual

Section 4.2 – Libraries

APPENDIX 1

FREEDOM TO READ

"The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of the librarian:

1. A primary purpose of a library service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A librarian must protect the essential confidential relationship which exists between a library user and the library.
3. The functions of the librarian include; to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal government, should resist attempts by individuals or organised groups within the community to determine what library materials are to be or are not to be available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or expression of accuracy of information which are required by the library concerned.

Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.

6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws."

LIBRARY CHARGES

Function to be performed: Authority to waive or cancel library charges

Power or Duty Assigned: Local Government

Power to Delegate: Yes

Delegation Recommended: Yes

Delegation to: Chief Executive Officer

Chief Executive Officer delegates to: All Branch Librarians
All Assistant Librarians
All Senior Library Clerks
Adult Services Librarian
Community Information Librarian
Reference Librarian
Local Studies Librarian
Librarians – Central Support Services
Student Librarians

Reference: Section 5.42 Local Government Act 1995
Policy 2.4.3